

TOWN OF WESTMINSTER

**BUILDING COMMISSIONER**

The Town of Westminster is accepting applications for the full-time (35 hrs./wk.), benefited position of Building Commissioner.

Responsibilities include planning, organizing and supervising inspection work to ensure compliance with life safety, structural, light, ventilation and other pertinent local and state regulations; oversees the issuance of required permits applicable to building construction; reviews plans for zoning compliance. Serves as the Town's Zoning Enforcement Officer.

Prepares and administers Building Department operating budget. Provides direct supervision over full-time and part-time administrative and inspection staff.

**Education and Experience:** Bachelor's Degree or master craftsman level of building construction trade knowledge; five to seven (5-7) years of prior work experience, preferably in the construction trades; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Motor Vehicle Class D Operator's License. Certification as a Building Commissioner/Inspector of Buildings by the Board of Building Regulations and Standards (BBRS), or ability to obtain within 18 months. Construction Supervisor's license is preferred. Ability to work with the general public and staff in a courteous and tactful manner required. Strong supervisory experience required.

Job description and application are available at [www.westminster-ma.gov](http://www.westminster-ma.gov) – Human Resources or by calling 978-874-7404. Pay rate negotiable, based on qualifications and experience: Applications accepted until position filled. Review of applications will begin May 23, 2016. Position available July 1, 2016. The Town of Westminster is an Equal Opportunity Employer.